

**Town of Easton**  
**Board of Finance – Special Meeting Minutes**

Date/Time: September 8, 2021 – 7:00 pm  
 Location: Virtual meeting using the Zoom app.  
 A recording of this meeting can be found at the  
 Agenda, Minutes & Recording section of the town website.

**Attendees:** Members: Andy Kachele-Chair, Paul Lindoerfer-Clerk, Michael Kot, Art Laske,  
 Wendy Bowditch, Paul Skrtich  
 Alternates: Gregg Saunders, Ira Kaplan (arrived after end of Rosh Hashanah), Jackie  
 Kaufman  
**Absentee(s):** None  
**Guest(s):** Christine Calvert-Finance Director/Treasurer, Dr. David Bindelglass-First Selectman,  
**Call to Order:** Meeting called to order at: 7:03 pm by: Andy Kachele

<b><i>Appointment of Alternates</i></b>	
Action/Motions:	No appointments were necessary
<b><i>Agenda Item 1 Discuss and approve the meeting minutes of June 1, 2021.</i></b>	
Action/Motions:	A motion was made to approve the subject meeting minutes.
Motion (Second):	Skrtich (Kot) <b>Result:</b> All in Favor
<b><i>Agenda Item 2 Discuss and possible action on allocating \$550,000 from the Unassigned Fund Balance to cover the cost of the partial roof replacement at 660 Morehouse Road.</i></b>	
Notes:	The need for the allocation was discussed. Approximately half of the expenditure is expected to be covered by insurance.
Action/Motions:	A motion was made to recommend to a town meeting an allocation of \$550,000 from the Unassigned Fund Balance to cover the cost of the partial roof replacement at 660 Morehouse Road.
Motion (Second):	Laske (Skrtich) <b>Result:</b> All in Favor
<b><i>Agenda Item 3 Discuss and possible action on Federal Relief funds for Dry Hydrant repair and Lucas devices.</i></b>	
Notes:	The need for the expenditures and the allocation of federal relief funds to it were discussed.
Action/Motions:	A motion was made to allocate \$14551.00 for the purchase of a Lucas chest compression system to be funded by American Recovery Act funds.
Motion (Second):	Skrtich (Bowditch) <b>Result:</b> All in Favor
Action/Motions:	A motion was made to allocate \$75,000 for dry hydrant maintenance, to be funded by American Recovery Act funds.
Motion (Second):	Skrtich (Lindoerfer) <b>Result:</b> All in Favor

<b>Agenda Item 4</b>	<b><i>Discuss and possible action on line item transfers.</i></b>
Notes:	The need for the line item transfers was discussed.
Action/Motions:	A motion was made to approve end of year line item transfers in the total of \$585,058.67 as presented by the Director of Finance and detailed on the attached document.
Motion (Second):	Lindoerfer (Skrnich) <b>Result:</b> All in Favor
Notes:	The need for three special appropriations was discussed.
Action/Motions:	A motion was made to appropriate \$327.33 from the Undesignated Fund Balance to the Register of Voters Materials and Supplies account.
Motion (Second):	Skrnich (Bowditch) <b>Result:</b> All in Favor
Action/Motions:	A motion was made to appropriate \$2,566.54 from the Undesignated Fund Balance to the Senior Center Communications account.
Motion (Second):	Lindoerfer (Bowditch) <b>Result:</b> In Favor - Kachele, Lindoerfer, Kot, Laske, Bowditch Abstain - Skrtich
Action/Motions:	A motion was made to appropriate \$20,000 from the Undesignated Fund Balance to the Health Department Services and Fees account.
Motion (Second):	Lindoerfer (Bowditch) <b>Result:</b> In Favor - Kachele, Lindoerfer, Kot, Laske, Bowditch Abstain - Skrtich
<b>Agenda Item 5</b>	<b><i>Treasurer's report</i></b>
Notes:	The Treasurer presented this month's report and answered questions from attendees.
<b>Agenda Item 6</b>	<b><i>Discuss and possible action on Munis Financial Report for appropriations and revenue presented by the Director of Finance.</i></b>
Notes:	The Finance Director presented this month's report and answered questions from attendees.
<b>Agenda Item 7</b>	<b><i>Adjournment</i></b>
Action/Motions:	A motion was made to adjourn at 8:02 pm
Motion (Second):	Kot (Laske) <b>Result:</b> All in favor.

Submitted by,

Paul Lindoerfer- Clerk

## END OF YEAR TRANSFERS MEETING 9/8/21

#1							
Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
Town Clerk	PT Wages	01101000-5117	11.40	Full Time Wages	01101000-5106	11.40	Absentee Ballots
	Services & Fees	01102000-5200	1,375.53	Materials & Supplies	01104000-5400	1,375.53	Election Expenses
	Education	01106000-5600	1,740.00	Materials & Supplies	01104000-5400	1,740.00	Election Expenses
	Mileage	01107000-5777	451.77	Materials & Supplies	01104000-5400	451.77	Election Expenses
First Selectman	Full Time Wages	01201000-5109	556.38	Extra Clerical	01201000-5121	556.38	Late Meetings
	Full Time Wages	01201000-5109	27.52	Shared Position	01201000-5128	27.52	Extra Time
Registrar of Voters	PT Elected Official	01401000-5126	2,209.18	Part Time Non-Union	01401000-5119	2,209.18	Additional Hours
	Services and Fees	01402000-5249	200.00	Part Time Non-Union	01401000-5119	200.00	Additional Hours
	Education	01406000-5600	283.16	Part Time Non-Union	01401000-5119	283.16	Additional Hours
	Communication	01405000-5500	280.00	Materials & Supplies	01404000-5400	280.00	Additional Election Materials
	Education	01406000-5600	876.84	Materials & Supplies	01404000-5400	876.84	Additional Election Materials
	Transportation	01407000-5700	300.00	Materials & Supplies	01404000-5400	300.00	Additional Election Materials
	Maintenance & repair	01408000-5800	1,200.00	Materials & Supplies	01404000-5400	1,200.00	Additional Election Materials
Treasurer	Full Time Non Union	01801000-5128	27.84	Shared Union Position	01801000-5128	27.84	Extra Hour
Planning & Zoning	Meetings	02401000-5123	968.85	Non Union Shared Pos.	02401000-5129	968.85	Additional hours for meeting
Building	Contingency	05830000-5333	3,777.10	Dept Head Wages	02601000-5102	3,777.10	Vacation Pay
	Education	02606000-5600	641.69	Material & Supplies	02604000-5400	641.69	Desk and Postage
Town Hall	PT Non-Union	02801000-5119	500.00	Union Position Shared	02801000-5128	500.00	OT Hours - storms
	Services & Fees	02802000-5200	141.36	Union Position Shared	02801000-5128	141.36	OT Hours - storms
	Services & Fees	02802000-5200	122.89	Maintenance & Repairs	02808000-5800	122.89	Assessor Office Leak
Communication Dispatch	Regular Wages	02901000-5111	4,726.37	OT Wages	02901000-5112	4,726.37	COVID / Addtl Sick
	Regular Wages	02901000-5111	1,513.76	PT Wages	02901000-5119	1,513.76	COVID / Addtl Sick
	Holiday Wages	02901000-5114	1,487.91	PT Wages	02901000-5119	1,487.91	COVID / Addtl Sick
	Education	02906000-5600	71.19	PT Wages	02901000-5119	71.19	COVID / Addtl Sick
	Capital	02935000-5035	2,065.52	PT Wages	02901000-5119	2,065.52	COVID / Addtl Sick
Senior Center	Personnel	03138010-5106	226.11	Services & Fees	03102000-5200	226.11	Increased services for seniors
	Personnel	03138010-5119	380.13	Services & Fees	03102000-5200	380.13	Increased services for seniors
	Personnel	03138010-5119	2,908.25	Communications	03105000-5500	2,908.25	Additional Computer Expenses
	Transportation	03138070-5700	899.49	Communications	03105000-5500	899.49	Additional Computer Expenses

## END OF YEAR TRANSFERS MEETING 9/8/21

#1

Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
	Van Maintenance & Rep	03138080-5800	598.48	Materials & Supplies	03104000-5400	598.48	COVID Expenses
	Van Maintenance & Rep	03138080-5800	11.74	Communications	03105000-5500	11.74	Additional Computer Expenses
<b>660 Morehouse</b>	Utilities	03200099-4032	42,476.35	Utilities	03210000-5000	42,476.35	Tenant Payment
<b>Police</b>	Contingency	05830000-5132	10,407.47	Chief Wages	03641010-5101	10,407.47	Officer Retired
	Holiday Pay	03601000-5114	676.11	Regular Wages	03601000-5111	676.11	Officer Retired
	Holiday Pay	03601000-5114	750.00	Certifications	03601000-5124	750.00	New Employee
	Holiday Pay	03601000-5114	30,692.34	OT Wages	03601000-5112	30,692.34	Covid/Workers Comp
	Sergeant Wages	03641010-5104	18,315.60	OT Wages	03601000-5112	18,315.60	Covid/Workers Comp
	Captain Wages	03641010-5103	14,413.64	OT Wages	03601000-5112	14,413.64	Covid/Workers Comp
	Clerical	03641010-5121	1,000.00	OT Wages	03601000-5112	1,000.00	Covid/Workers Comp
	Services & Fees	03602000-5200	789.25	OT Wages	03601000-5112	789.25	Covid/Workers Comp
	Materials & Supplies	03604000-5400	1,327.99	OT Wages	03601000-5112	1,327.99	Covid/Workers Comp
	Training	03606000-5600	4,104.33	OT Wages	03601000-5112	4,104.33	Covid/Workers Comp
	Transportation	03607000-5700	2,337.47	OT Wages	03601000-5112	2,337.47	Covid/Workers Comp
	Rentals	03609000-5900	177.24	OT Wages	03601000-5112	177.24	Covid/Workers Comp
	Uniforms	03626000-5026	1,137.45	OT Wages	03601000-5112	1,137.45	Covid/Workers Comp
	Capital	03635000-5035	3,920.20	OT Wages	03601000-5112	3,920.20	Covid/Workers Comp
	Transportation	03607000-5700	1,361.35	Communications	03605000-5500	1,361.35	Phone Service increase
	Transportation	03607000-5700	4,735.76	Maintenance & Repairs	03608000-5800	4,735.76	Car repairs
	Services & Fees	03602000-5200	2,471.50	PreHire	03622000-5023	2,471.50	Law Requirements
	Special Duty	03600099-4117	250,975.22	Special Duty	03601000-5115	250,975.22	Special Duty Services
<b>Fire</b>	Contingency	05830000-5132	35,785.70	Regular Wages	03701000-5111	35,785.70	Fireman Retired
	Contingency	05830000-5132	11,643.16	Regular Wages	03701000-5111	11,643.16	Contract Negotiations
	Service & Fees	03702000-5200	2,772.62	OT	03701000-5112	2,772.62	Covid Coverage
	Service & Fees	03702000-5200	996.46	Materials & Supplies	03704000-5400	996.46	Covid supplies
	Service & Fees	03702000-5200	170.48	Communications	03705000-5500	170.48	Increased costs
	Service & Fees	03702000-5200	46.31	Education	03706000-5600	46.31	Increased costs
	Service & Fees	03702000-5200	182.16	Fire Chief Expenses	03725000-5274	182.16	More Fires/Retiree
	Service & Fees	03702000-5200	690.60	Compensation	03741010-5101	690.60	Budget Corrections
	Contingency	05830000-5132	2,000.00	Uniforms	03726000-5026	2,000.00	Contract Negotiations
<b>Conservation</b>	Material & Supplies	04004000-5400	5.72	Service & Fees	04002000-5200	5.72	Additional Costs
<b>Public Works</b>	Contingency	05830000-5132	14,438.71	Wages	04201000-5111	14,438.71	Contract Negotiations

## END OF YEAR TRANSFERS MEETING 9/8/21

#1						
Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount
	Rentals	04209000-5900	239.84	Utilities	04210000-5000	239.84
	OT Wages	04201000-5112	2,200.70	Wages - Admin	04241010-5106	2,200.70
	OT Wages	04201000-5112	11,932.39	OT Wages - Supervisor	04244010-5112	11,932.39
						Reclass OT
Health	Contingency	05830000-5132	4,643.85	Union Wages	04701000-5104	4,643.85
	Revenue	04700099-4143	10,880.00	Services & Fees	04702000-5200	10,880.00
	Food Service	04700099-4144	2,920.00	Services & Fees	04702000-5200	2,920.00
	Wells Permits	04700099-4145	4,405.00	Services & Fees	04702000-5200	4,405.00
	Septic	04700099-4146	20,635.00	Services & Fees	04702000-5200	20,635.00
	Soil Test	04700099-4147	11,242.50	Services & Fees	04702000-5200	11,242.50
EMS	Incentive Pay	04801000-5118	3,000.00	OT	04801000-5112	3,000.00
	PT Non-Union	04801000-5119	2,670.74	OT Wages	04801000-5112	2,670.74
	Education	04806000-5600	3,622.38	Services & Fees	04802000-5200	3,622.38
	Utilities	04810000-5000	1,671.17	Services & Fees	04802000-5200	1,671.17
	Utilities	04810000-5000	118.25	Materials & Supplies	04804000-5400	118.25
	Utilities	04810000-5000	1,026.89	Transportation	04807000-5700	1,026.89
	Utilities	04810000-5000	645.62	OT Wages	04801000-5112	645.62
	Utilities	04810000-5000	563.97	Services & Fees	04802000-5200	563.97
						Contract Change
						Holiday Coverage
						Covid Expenses
						Additional Calls
						Additional Repairs
						More Volunteers
Social Service	Mileage	04907000-5777	48.99	Education	04906000-5600	48.99
						Covid Class
Library	Materials & Repairs	05108000-5800	1,970.20	Services & Fees	05102000-5200	1,970.20
	Materials & Repairs	05108000-5800	1,255.65	Communications	05105000-5500	1,255.65
						Computer Upgrade
						Increased internet for Covid
Park & Recreation	OT Wages	08001000-5112	1,214.79	Seasonal Help	08001000-5120	1,214.79
	Materials & Supplies	05204000-5400	5,526.40	Seasonal Help	08001000-5120	5,526.40
	Maintenance & Repair	05208000-5800	203.38	Seasonal Help	08001000-5120	203.38
	Maintenance & Repair	05208000-5800	97.34	Communications	05205000-5500	97.34
	Maintenance & Repair	05208000-5800	425.00	Education	05206000-5600	425.00
	Rentals	05209000-5900	444.79	Utilities	05210000-5000	444.79
	Rentals	05209000-5900	33.66	Union Shared Position	05241010-5130	33.66
	Rentals	05209000-5900	38.52	Supervisor	08001000-5104	38.52
						Meeting
						Timing Difference

END OF YEAR TRANSFERS MEETING 9/8/21							
#1						Transfer	Special Appropriation
Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Amount	Amount
Total			585,058.67			585,058.67	0.00
Special Appropriation							
Registrar of Voters				Materials & Supplies	01404000-5400	327.33	Election Materials
Senior Center				Communications	03105000-5500	2,566.54	Additional Computer Costs
Health				Services & Fees	04702000-5200	20,000.00	Two months health fees
						22,893.87	